# SUBMIT EMPLOYMENT AND WAGE DETAIL FOR QUARTERS PRIOR TO 2010

#### Introduction

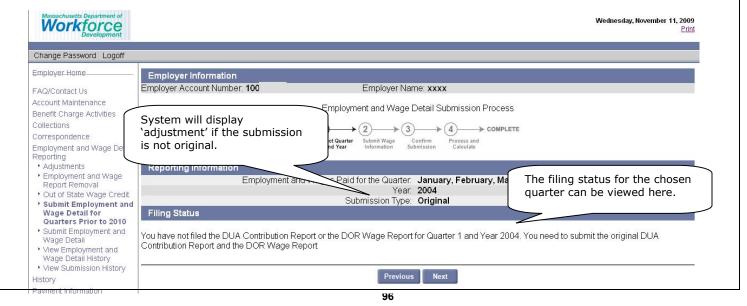
This section of the document will show how an authorized user can submit an employment and wage detail report for quarters prior to 2010. Prior to 2010, employers are responsible for two separate filings: DUA Contribution Report (i.e., DUA UI and UHI Gross Employment and Wages) and DOR Employment and Wage Detail. The data elements required for DUA filing are: Gross Wages, UI taxable wages, UHI taxable wages and gross 12<sup>th</sup> of the month employment data. The taxable wages submitted will be used to process and calculate the contribution due. For DOR filing, the user will submit wage detail at employee level, but it will not be used in the calculation of UI contributions due. The user will be able to submit both original and adjustment submissions using this function. The user will first be required to provide the gross employment and wages (i.e., DUA Contribution Report) and will then be prompted to provide the detail employment and wage information (i.e., DOR Wage Report).

The system will allow employers to submit the employment and wage detail (i.e., DOR Wage Report) using the real-time online file upload or the manual entry filing method.

# Step-by-Step Instructions:

- 1. Navigate to the employment and wage detail home page using the instructions provided in the section 'Navigating to Employment and Wage Detail Reporting'.
- 2. Click on the link 'Submit Employment and Wage Detail for Quarters prior to 2010'. You will be asked to choose the year and quarter for which you wish to file wages, using the drop down menus. After choosing, click 'Next'.
- 3. The following screen will appear with the filing status for the chosen year and quarter.

NOTE: The filing status will tell you whether the DUA Contribution Report and/or DOR Wage Report have been filed.



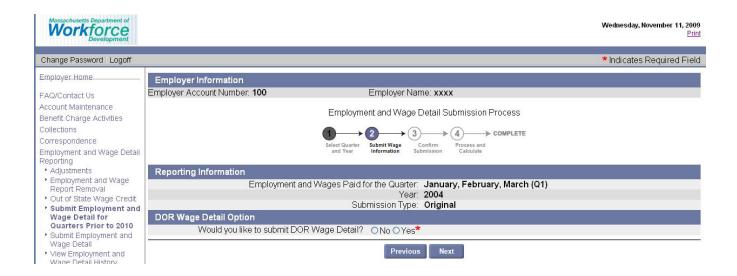
4. Click 'Next' to continue. The screen shown below will appear. Enter the information requested on the screen.



5. Click 'Next' to continue. On the following screen, enter the 12<sup>th</sup> of the month employment data.

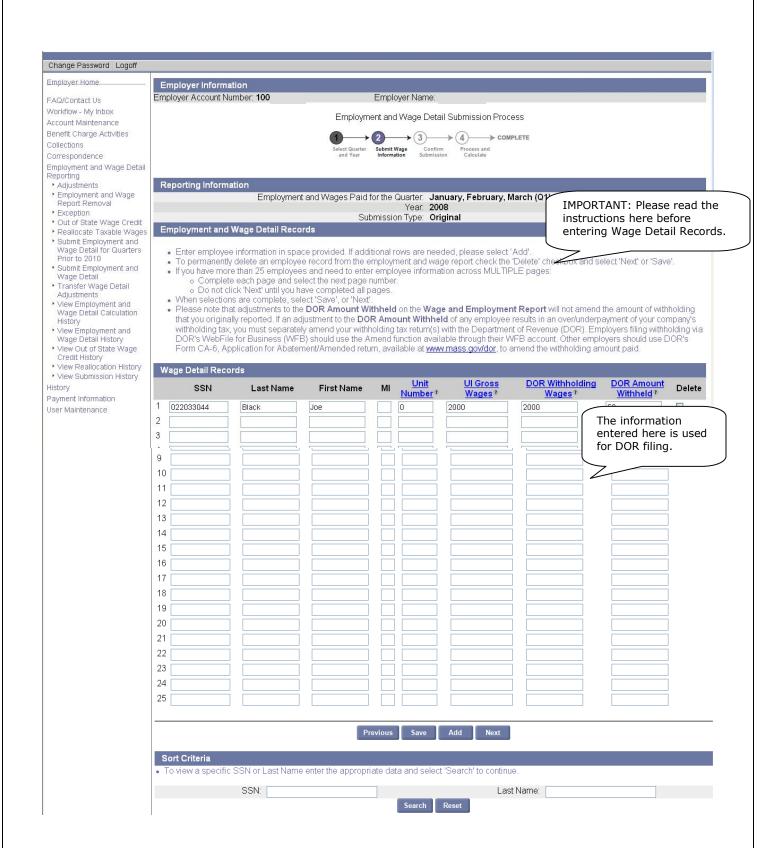


6. Click 'Next' to continue. You will be presented with a choice to enter the DOR wage detail. Choose 'Yes' to continue.



7. You will be asked to choose your method of filing for the DOR wage detail information. Choose from the 'Manual Entry' or 'File Upload'. If your choice is 'Manual Entry', the following screen will appear.

NOTE: If your choice is 'File Upload' in step 7, you will be guided through a series of screens to enter the wage detail information. Please refer to the section 'Submit Employment and Wage Detail Reports' for additional information on the File Upload method as well as the FTP method. However, the wage detail information you provide using the upload will not be used to calculate your UI, UHI contributions. The contributions will be calculated using the gross wage detail information you provided in steps 4 and 5.



- 8. Continue to click 'Next' and provide requested information. The steps will be similar to the manual entry method from the section, 'Submit Employment and Wage Detail Report'.
- 9. Towards the end of the process, you will be presented with the quarterly calculations, as shown in the screen below. Please note that the calculations shown here are based only on the gross wages entered in 4 and 5. The wage detail information is not used for this calculation.
- 10. If you are satisfied with the calculations, click 'Submit' to continue. Otherwise, click 'Previous' to make any changes.
- 11. A confirmation page will appear as shown below.

